

U. S. Department of Energy
Safeguards and Security Central Training Academy



Professional Enhancement Program

~ Diploma Program ~
Guidelines

PROFESSIONAL ENHANCEMENT PROGRAM

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1. INTRODUCTION

Background

The DOE complex consists of approximately 38 sites located throughout the contiguous United States. Each of the sites has a specific mission related to the production, storage, or handling of nuclear materials, weapons, information, or equipment, which requires appropriate protection, in the interest of national security. The personnel that work in these areas represent the core of the target population for the Safeguards and Security Central Training Academy (S&SCTA) training programs.

The Department of Energy (DOE) Safeguards and Security Central Training Academy was established in 1984 to enable DOE to provide more cost effective and standardized training for its client sites. The S&SCTA provides training in multiple disciplines to include: Information Security, Materials Control and Accountability, Personnel Security, Program Planning and Management and Protection Program Operations.

Program Description

There has been considerable attention directed toward establishing a formal process for ensuring the proficiency of personnel within the federal Safeguards and Security (S&S) and other nuclear related communities. A key part of this has been the Technical Qualification Program (TQP) with the development of the General Technical Base Qualification Standards (GTBQS) and the S&S Functional Area Qualification Standards (S&SQS).

To complement these professional development efforts and to assist the field in capitalizing on required training, the S&SCTA developed a parallel program that would allow both federal and contractor personnel, not specifically involved in the TQP, a more formal method for achieving proficiency. The program is the Professional Enhancement Program (PEP). The purpose of the program is to formally acknowledge achievement in an S&S discipline through a diploma program and provide a guide for gaining qualification. The program is designed to provide the least disruption to the normal workload of the participants and is intended to allow a variety of training

and work experience to be aggregated in a way that ensures professional competency and culminates with a diploma.

NOTE: Program changes may occur as a result of field and Headquarter's input.

2. DIPLOMA PROGRAMS

The nature of the business within the Safeguards and Security community requires that individuals be technically proficient in their area of specialization as well as possess broad knowledge concerning the other disciplines that interface with their individual area. The diploma training programs therefore consist of the skills, knowledges, and job performance capabilities that will meet the overall mission requirements of the Office of Safeguards and Security. To provide the widest possible access to the diploma programs offered, the S&SCTA has structured the program to accommodate individual work schedules by making extensive use of distance learning delivery mechanisms, providing test-out procedures, and accepting credit transfer for previous training or self-study. The diploma programs within both the safeguards and security training areas consist of **core courses, technical and elective** courses and associated activities.

The **core courses** and activities are introductory courses to the key working areas within the S&S community and are intended to give the student a broad knowledge of these areas and how they relate. **Technical courses** and activities are more specific to an actual working or functional area within a given discipline. The intent of these courses is to provide the student with a working knowledge and the skills necessary to perform effectively in a specific functional area. Upon successful completion of these first two components, students will be awarded a specific functional area **Professional Diploma** in recognition of their accomplishment. If desired, the student can continue on for advanced study and complete the final component of the program, which consists of **Elective courses**. (For MC&A only, specialized courses are required). These courses are intended to provide advanced study in the student's chosen functional area and to broaden his/her knowledge in other related areas. Upon completion of this final level of training, the student will be awarded a **Master Diploma** in his/her chosen functional area. Master Diploma candidates will be required to serve for a 6-month period as a subject matter expert (SME)/mentor for other candidates in order to complete their diploma requirements.

Professional Diplomas offered

Professional diplomas are offered in the following areas: Information Security, Materials Control and Accountability, Personnel Security, Program Planning and Management and Protection

Program Operations. **Diplomas are also offered for trainers, supervisors and managers. However, completion of a professional diploma in one of the aforementioned technical areas is a prerequisite for admission to these training tracks.**

Master Diplomas offered

Master diplomas are offered in: Information Security, Materials Control and Accountability, Personnel Security, Program Planning and Management and Protection Program Operations.

Dual diplomas, that is completing multiple training programs, are an option within both the professional and master diploma programs. Courses completed in any training track will apply toward a diploma in another training track as long as it is part of that program curriculum.

As an additional benefit, many S&SCTA courses also carry college credit recognition from the **American Council on Education (ACE)**, which are recognized by over 1,200 colleges and universities nationwide. This can allow students to obtain a double benefit from these classes if they should be enrolled in a college program.

Recertification

After completion of any diploma program, graduates must be recertified every three years. A minimum of 3 credit hours of training, within the three year period, in an area related to their training track is needed to fulfill this requirement.* The following guide will be used to determine the credits earned. (Course length 8 to 16 hours = 1 credit; 17 to 32 hours =2 credits and 33 to 40 hours = 3 credits). Proof of successful completion of the course, such as a certificate, and the course duration should be forwarded to the Director, S&SCTA. A recertification notice and a recertification seal with the year recertified will be returned to the student. The dated seal should be attached to the graduate's diploma to demonstrate an on-going commitment to professional enhancement.

* Professional seminars and conferences related to the training track as well as instructing classes related to the specialization will also be considered as training and improvement and accepted toward recertification.

3. TRAINING APPROACH

The S&SCTA's primary mission is to ensure the efficient and effective training of safeguards and security personnel who are or may become involved in the protection of vital national resources. Training developed by the S&SCTA focuses on the five major disciplines within the safeguards and security community, Information Security, Materials Controls and Accountability, Personnel Security, Program Planning and Management, Protection Program Operations.

Training Disciplines

First, Information Security addresses the protection and control of classified matter, computer security, operations security and technical surveillance and countermeasures. The target audience includes information handlers, computer security specialists, technical and security specialists and site security managers.

Second is Materials Control and Accountability. These courses address the procedures for control and accountability of nuclear materials. The target population consists of individuals responsible for controlling, accounting for, or measuring quantities of nuclear material. These individuals are: nuclear materials custodians, nuclear materials handlers, accountants, statisticians, measurement personnel, safeguards supervisors and managers, and oversight personnel including inspectors and auditors.

Third is Personnel Security. These courses are intended for those who review investigations for security clearances and adjudicate the findings. The target population consists of individuals who are involved with some part of the security clearance process.

Fourth is Program Planning and Management, which addresses management/supervisory and instructor training as well as the conduct of vulnerability assessments and security surveys. The target population consists of personnel, including managers, supervisors, and instructors, who assess, review and verify a site's ability to protect its assigned assets.

Fifth is Protection Program Operations, which primarily addresses uniformed security personnel. The target audience is personnel responding to security incidents who require training in self-defense, firearms, tactics, crisis negotiations and live-fire range operations.

Training Methods and Services

The S&SCTA makes use of a variety of training delivery methods to provide students with a wide menu of options from which to choose. Some of the key delivery methods are: S&SCTA campus classes, correspondence courses, field-conducted-training via Mobile Training Teams, and a host of technology-based distance learning methods such as interactive television (ITV), computer based training (CBT), Online training via the Internet (WEB), video tapes and audio cassettes and two-way video teleconferencing. A service that is an integral part, although not mandatory, of the PEP is the counseling component of the Advanced Development and Professional Training (ADAPT) program. Students entering the PEP may be interviewed by an ADAPT counselor to ensure that students receive full credit for their previous training. Test-out is also available for experienced personnel.

Advanced Development and Professional Training (ADAPT) Program

ADAPT was primarily designed for those persons who have been reassigned to a new job or have had additional functions added to their assigned duties. ADAPT can also apply to persons who desire to train for career enhancement and broaden their current knowledge and skills. ADAPT draws from past education, training and certification to assist in evaluating individual training needs and could be used to help place students into the Professional Enhancement Program. Training, education, test-out, and other similar kinds of credentials are taken into account when entering the PEP program. The purpose of this recognition is to focus on only the training that is needed and thereby promote efficiency of training for both the individual and the organization.

Campus classes and Mobile Training Teams

These classes are taught in a classroom environment either at the S&SCTA or at individual sites by Mobile Training Teams.

Interactive Television

This live instruction is broadcast to students via satellite and provides one-way video and two-way audio interaction between students and instructors. Students are provided electronic student response units which allow them to ask questions, respond to instructor questions or interact with other students from different locations.

Computer Based Training (CBT)

These courses are delivered via personal computer. CBT courses are designed to take advantage of computer capabilities such as graphics, simulation, “Hot Buttons”, branching, and test-out. They allow students to efficiently manage their learning and work at their own pace.

Videotapes and Audiotapes

These are standard VHS videocassettes or 3 1/2 inch audiocassettes that are part of a training package which usually consists of an instructor guide and student workbook.

Online Training via the Internet

These courses are resident on the S&SCTA WEB server and can be accessed via Internet by registered students at work or at home.

Correspondence Courses

These courses are carefully designed workbooks in a text format which allow students to work at their own pace and complete prescribed exercises and tests when they believe they are ready.

4. AREAS OF STUDY

The areas of study and the diploma training tracks within the Safeguards and Security areas are provided below. Chapter 6 details the actual program of studies and courses for each training track shown below. Chapter 6 page numbers are provided next to each training track for ease of reference.

SAFEGUARDS TRAINING PROGRAMS

INFORMATION SECURITY

- o Information Systems Security Specialist (p.14)
- o Operations Security Specialist (p.15)
- o Information Security Generalist (p.16)
- o Classified Matter Protection & Control Specialist (p.17)

MATERIALS CONTROL AND ACCOUNTABILITY

- o Program Administration (p.18)
- o Nuclear Materials Accountability (p.18)
- o Nuclear Materials Control (p.19)
- o Measurements (p.19)

PERSONNEL SECURITY

- o Personnel Security Specialist (p.20)

PROGRAM PLANNING AND MANAGEMENT

- o Facility Approval and Survey Specialist and FOCI Specialist (p.21)
- o Risk Management (p.22)
- o Trainer (p.23)
- o Supervisor (p.24)
- o Manager (p.26)

SECURITY TRAINING PROGRAMS

PROTECTION PROGRAM OPERATIONS

- o Protection Specialist I (p.29)
- o Protection Specialist II (p.30)
- o Protection Specialist III (p.31)
- o Protection Specialist Trainer (p.32)
- o Protection Specialist Trainer, SPO III (p.33)
- o Armorer (p.35)
- o Physical Security Specialist (p.36)
- o Rangemaster (p.37)
- o Supervisor (p.38)
- o Manager (p.40)

5. ADMISSION PROCEDURES

Application for Admission

Application for admission can be made at any time. To apply, diploma candidates submit a letter indicating their major discipline (Information Security, MC&A, Personnel Security, etc.) and the training track in which they would like to specialize (i.e., the specialization within the discipline, see Section 3 above). The letter must have an endorsement from the candidate's supervisor or manager and include confirmation that the candidate has met all site training requirements and is eligible to participate in the program. The materials should be sent to the Director, S&SCTA. (See appendix A of this guide for this sample letter).

A member of the ADAPT team will contact the applicant and the applicant's supervisor to identify applicable equivalencies for test-out, alternative training, and possible course transfers. This will be accomplished in the most efficient way possible at no expense to the site. Upon receipt of the ADAPT document, the S&SCTA registration office will officially enroll the student and create a program folder, which will serve as the official record for documenting student course completions. The record will also be available to the student online via the Internet at (www.cta.doe.gov) sometime in the near future. This will allow students direct access to their completion record and assist with planning future courses. As courses become available, the candidate will automatically be contacted as to availability for enrollment.

Testing and Transfer Policies

The S&SCTA will evaluate courses from other institutions or agencies that may apply to the training program in which the student is enrolled. To obtain credit for transfer courses, the student must provide official documentation that he/she completed the course successfully and complete a credit transfer form which is included in Appendix B of this guide.

The test-out policy will apply to **Core** courses as well as to selected **Technical** courses. The S&SCTA has adopted a test-out policy that allows students to demonstrate mastery of course material in lieu of class attendance. Such tests are proctored and scored either at the site or the S&SCTA and may be in written or computer format. The same grading standard will be applied

to both students who choose to test-out and those who take the structured course. Results will be recorded in the student's official record and appropriate credit given upon successful test completion.

Evaluation of Credit

Evaluation of transfer credit is assigned to a Review Panel appointed by the Director, S&SCTA. The panel will evaluate courses for transfer on a course-by-courses basis to determine if the course purpose and objectives correlate to a course that is part of the student's program. The Review Panel may ask for additional documentation or clarification from either the student or the institution/agency that sponsored the course. Upon completion of the review, the student will be notified of the results.

Mentor

In order to complete their diploma requirements, **candidates enrolled in the Master Diploma** program must serve as a mentor/subject matter expert (SME) for a 6-month period to assist other candidates at the individual's work site. However, candidates may be asked to provide mentoring telephonically to individuals at other sites. The mentoring may occur through the Advanced Development and Professional Training (ADAPT) program. At the completion of the mentoring period, the candidate's supervisor will complete a form documenting completion of the mentoring process and forward to the S&SCTA. This form is included at the back of this guide.

6. CURRICULA FOR SAFEGUARDS TRAINING AREAS

Students must successfully complete all **Core** courses and the designated **Technical** courses to receive a **Professional diploma**. To receive a **Master diploma**, students must have earned a Professional diploma and complete the required number of credits identified for their diploma program and serve 6 months as a subject matter expert in their chosen specialization. (Credits are shown in parentheses).

Core Curriculum

CTA-101D Introduction to S&S Video or CBT (1)

PHY-100D Introduction to Physical Security Systems Correspondence (1)

ISC-201D Information Security (3)

ISC-141D Operations Security Overview Video (1)

PHY-128D Introduction to Basic Survey (1)

ISC-121D Classified Matter Protection and Control Correspondence Course (1)

PER-100D Personnel Security Fundamentals Correspondence Course (1)

MCA-101D Introduction to MC&A (1)

CTA-139D Vulnerability Assessment Overview(1)

INFORMATION SYSTEMS SECURITY SPECIALIST

Required Technical Courses

ISC-111 Introduction to Information Systems Security (3)

ISC-211 Advanced Information Systems Security (3)

MASTER DIPLOMA Electives

(Complete at least 5 for a total of 10 credits)

ISC-221 Classified Matter Protection & Control I (2)

ISC-321 Classified Matter Protection & Control II (2)

ISC-301 Unauthorized Disclosure (2)

CTA-140 Vulnerability Assessment Fundamentals (3)

ISC-241 Operations Security (3)

CTA-104 Introduction to Performance Assurance Program (1)

CTA-106 Counterintelligence Phase I Training (3)

CTA-156 Counterintelligence for Security Professionals (2)

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

PHY-130 Basic Surveys (3)

PPM-150 Introduction to FOCI (1)

CTA-110 Safeguards and Security Awareness Coordinators Training (3)

PHY-230 Facility Survey Team Leader (3)

OPERATIONS SECURITY SPECIALIST

Required Technical Courses

ISC-241 Operations Security (3)

CTA-140 Vulnerability Assessment Fundamentals (3)

PHY-130 Basic Surveys (3)

MASTER DIPLOMA Electives

(Complete at least 5 for a total of 10 credits)

ISC-221 Classified Matter Protection and Control I (2)

ISC-321 Classified Matter Protection and Control II (2)

ISC-301 Unauthorized Disclosure (2)

ISC-111 Introduction to Information Systems Security (3)

ISC-211 Advanced Information Systems Security (3)

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

CTA-104 Introduction to Performance Assurance Program (1)

CTA-106 Counterintelligence Phase I Training (3)

CTA-156 Counterintelligence for Security Professionals (2)

PPM-150 Introduction to FOCI (1)

PPM-151 Foreign Ownership, Control or Influence (2)

CTA-110 Safeguards and Security Awareness Coordinators Training (3)

PHY-230 Facility Survey Team Leader (3)

INFORMATION SECURITY GENERALIST

Required Technical Courses

ISC-301 Unauthorized Disclosure (2)

ISC-241 Operations Security (3)

ISC-321 Classified Matter Protection & Control I (2)

ISC-111 Introduction to Information Systems Security (3)

MASTER DIPLOMA Electives

(Complete at least 5 for a total of 10 credits)

CTA-140 Vulnerability Assessment Fundamentals (3)

CTA-106 Counterintelligence Phase I Training (3)

PPM-151 Foreign Ownership, Control or Influence (2)

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

PPM-150 Introduction to FOCI (1)

ISC-321 Classified Matter Protection & Control II (2)

ISC-211 Advanced Information Systems Security (3)

CTA-104 Introduction to Performance Assurance Program (1)

CTA-156 Counterintelligence for Security Professionals (2)

PHY-130 Basic Surveys (3)

CTA-110 Safeguards and Security Awareness Coordinators Training (3)

PHY-230 Facility Survey Team Leader (3)

CLASSIFIED MATTER PROTECTION & CONTROL SPECIALIST

Required Technical Courses

ISC-221 Classified Matter Protection & Control I (2)

ISC-321 Classified Matter Protection & Control II (2)

ISC-301 Unauthorized Disclosure (2)

PHY-130 Basic Surveys (3)

MASTER DIPLOMA Electives

(Complete at least 5 for a total of 10 credits)

ISC-111 Introduction to Information Systems Security (3)

CTA-140 Vulnerability Assessment Fundamentals (3)

ISC-241 Operation Security (3)

ISC-211 Advanced Information Systems Security (3)

CTA-104 Introduction to Performance Assurance Program (1)

CTA-106 Counterintelligence Phase I Training (3)

CTA-156 Counterintelligence for Security Professionals (2)

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

PPM-151 Foreign Ownership, Control or Influence (2)

PPM-150 Introduction to FOCI (1)

CTA-110 Safeguards and Security Awareness Coordinators Training (3)

PHY-230 Facility Survey Team Leader (3)

MC&A SPECIALIST

Required Technical Courses*

MCA-104D Introduction to MC&A Measurement Programs (2)

MCA-130 Statistical Concepts in MC&A (2)

MCA-110 Basics of Nuclear Materials Accountability (3)

MCA-120 Basics of Nuclear Materials Control (3)

Program Administration**

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

CTA-140 Vulnerability Assessment Fundamentals (3)

MCA-132 Sampling Plans for MC&A (3)

Nuclear Materials Accountability**

MCA-111 Materials Accounting for Nuclear Safeguards (3)

MCA-112 NMMSS I (3)

MCA-212 NMMSS II (3)

MCA-132 Sampling Plans for MC&A (3)

MCA-140 Basics of MC&A Measurements (3)

MCA-144 Measurement Control for MC&A (3)

MCA-260 Physical Inventories (3)

MCA-330 Statistics Workshop (3)

Nuclear Materials Control**

MCA-121 Tamper Indicating Device Program (3)

MCA-132 Sampling Plans for MC&A (3)

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

MCA-260 Physical Inventories (3)

Measurements**

- MCA-140 Basics of MC&A Measurements (3)
- MCA-144 Measurement Control for MC&A (3)
- MCA-142 Volume Measurement Techniques (3)
- MCA-241 NDA Tech for Safeguards Practitioners (3)
- MCA-243 NDA of SNM Holdup (2)
- MCA-244 Plutonium Calorimetric Training (3)
- MCA-246 Calorimeter Operator Training School (2)
- MCA-248 Waste & Residue NA Measurements (3)
- MCA-343 Gamma-Ray Spec. for NM Accounting (3)

MASTER DIPLOMA Electives**

(Complete at least 3 for a total of 8 credits)

- ISC-111 Introduction to Information Systems Security (3)
- CTA-140 Vulnerability Assessment Fundamentals (3)
- ISC-241 Operations Security (3)
- ISC-201 Information System Security (3)
- MCA-150 MC&A Survey Procedures (3)
- MCA-153 Introduction to Performance Testing for MC&A (3)
- CTA-104 Introduction to Performance Assurance Program (1)
- CTA-106 Counterintelligence Phase I Training (3)
- CTA-156 Counterintelligence for Security Professionals (2)
- PPM-151 Foreign Ownership Control or Influence (2)
- ISC-221 Classified Matter Protection & Control I (2)
- PHY-130 Basic Surveys (3)

*Professional Diploma requires completion of all Core Courses and Technical Courses.

**Master Diploma requires completion of a Professional Diploma plus:

- o 4 Courses (8 credits minimum) from any of the specialty fields; i.e., Program Administration, Accounting, Nuclear Materials Control, Measurements; and,
- o 3 Elective Courses (6 credits minimum).

Note: Courses completed in a specialty field or elective can be applied toward another specialty diploma.

PERSONNEL SECURITY SPECIALIST

Required Technical Courses

PER-101 Personnel Security Specialist Adjudication Training (4)

PER-110 Personnel Security Assistant Training (2)

PER-200 Advanced Personnel Security Training (2)

PER-201 Advanced Interview Techniques Seminar (2)

PER-300 Administrative Review Hearing Procedures (2)

CTA-156 Counterintelligence for Security Professionals (2)

BST-204 Behavior Recognition (1)

MASTER DIPLOMA Electives

(Complete at least 4 for a total of 8 credits)

PHY-230 Facility Survey Team Leader (3)

PHY-130 Basic Surveys (3)

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

CTA-140 Vulnerability Assessment Fundamentals (3)

ISC-301 Unauthorized Disclosure (3)

CTA-110 S&S Awareness Coordinators Training (3)

MCA-101 Introduction to Nuclear MC&A (1)

CTA-156 Counterintelligence for Security Professionals (2)

CTA-102D Violence in the Workplace (1)

PROGRAM PLANNING AND MANAGEMENT
FACILITY APPROVAL AND SURVEY SPECIALIST AND
FOCI SPECIALIST

Required Technical Courses

PPM-150 Introduction to FOCI (1)
PPM-151 Foreign Ownership, Control or Influence (2)
PHY-130 Basic Surveys (3)
PHY-230 Facility Survey Team Leader (3)

MASTER DIPLOMA Electives

(Complete at least 4 for a total of 9 credits)

ISC-111 Introduction to Information Systems Security (3)
MCA-150 MC&A Survey Procedures (3)
MCA-153 Introduction to Performance Testing for MC&A (3)
PER-110 Personnel Security Assistant Training (2)
CTA-156 Counterintelligence for Security Professionals (2)
CTA-104 Introduction to Performance Assurance (1)
PHY-100D Introduction to Physical Security Systems (2)
CTA-107 Project Management Overview (7)
CTA-140 Vulnerability Assessment Fundamentals (3)
PFT-202 Survey of Protective Forces (3)
PHY-202 Survey of Facility Security Systems (3)
CTA-200 Site Safeguards and Security Workshop (1)
CTA-241 Vulnerability Assessment Analysis Method (2)

RISK MANAGEMENT SPECIALIST

Required Technical Courses

CTA-140 Vulnerability Assessment Fundamentals (3) or
CTA-140D Vulnerability Assessment Fundamentals (3)
CTA-104 Introduction to Performance Assurance Program (1)
PFT-111 Introduction to Tactical Intelligence (3)
ISC-241 Operations Security (3)

MASTER DIPLOMA Electives

(Complete at least 1)

CTA-240D Analytic Systems & Software for Evaluating S&S (ASSESS) (3)
CTA-241 Vulnerability Assessment Analysis Method (3)
CTA-156 Counterintelligence for Security Professionals (2)
PHY-130 Basic Surveys (3)
MCA-150 MC&A Survey Procedures (3)
MCA-153 Introduction to Performance Testing for MC&A (3)
S&S Analyst On-the-Job Training
Must participate as an analyst for vulnerability assessment for a minimum of 2 targets.

TEACHING DIPLOMA

(Applies to all Tracks)

Prerequisite

Technical Diploma

Required Technical

PPM-112D OJT Trainers Correspondence (1)

MIT-111 Basic Instructor Training (3)

MIT-211 Presentation Techniques (1)

MIT-119D Introduction to Job Analysis Correspondence (1)

MASTER DIPLOMA Electives

(Complete at least 2 for a total of 6 credits)

MIT-210 Curriculum Development Training (3)

MIT-120 Job Analysis (3)

MIT-301 Managing a Training Program (2)

MIT-115D Interactive Television Instructor Training (3)

SUPERVISOR DIPLOMA

(Applies to all Tracks)

Prerequisite

Technical Diploma

Required Technical

MIT200 or 200D Supervisor Development Program (3)

Plus 6 credits from any of the topics listed below*

Social Challenges

Human Relations and Motivation

Decision Making

Keys to Effective Writing

Developing Reading Skills

Group Process

Total Quality Management

Dealing with Difficult People

Training

Situational Leadership II

Performance Appraisals and Evaluations

Labor/Management Relations

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

MASTER DIPLOMA Electives

(Complete at least 10 credits from any combination of the topics listed below)*

Project Management

Customer Service

Team Building

Organization Development

Workplace Violence
Conflict Resolution
Fundamentals of Safety and Health
Emergency Operations Management
Dealing with Grievance Procedures
Performance Coaching
Managing Resources
Total Quality Management
Budget Development
Conducting and Managing Effective Meetings
Decision Making
MCA-150 MC&A Survey Procedures (3)
MCA-153 Introduction to Performance Testing for MC&A (3)

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

MANAGER DIPLOMA

(Applies to all tracks)

Prerequisite

Technical Diploma

Required Technical

MIT-300 Management Development Program (3)

Plus 6 credits from any combination of the topics listed below*

Managing Change in the 90's

Strategic Planning

Organizational Culture

Conflict and Dealing with Change

Group Dynamics and Communication

Employee's Rights and Management Responsibilities

Motivation and Job Performance

Unions and Grievance Handling

Decision Making

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

MASTER DIPLOMA Electives

*(Complete at least 10 credits from any combination of the topics listed below)**

Project Management

Contract Management

Fiscal Management

Environmental, Health and Safety

Union/Management Arbitration

Workplace Violence

Quality Mgt. (Process Control Techniques)

Organizational Development

Decision Making

Group Dynamics and Communications

MCA-150 MC&A Survey Procedures (3)

MCA-153 Introduction to Performance Testing for MC&A (3)

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

7. CURRICULA FOR SECURITY TRAINING AREAS

Students must successfully complete all Core courses and the designated Technical courses to receive a Professional diploma. To receive a Master diploma, students must have earned a Professional diploma and complete the required number of credits identified for their diploma program and serve 6 months as a subject matter expert in their chosen specialization. (Credits are shown in parentheses).

Core Curriculum

CTA-101D Introduction to S&S Video (1)

PHY-100D Introduction to Physical Security Systems Correspondence (1)

ISC-201D Information Security (3)

ISC-141D Operations Security Overview Video (1)

PHY-128D Introduction to Basic Survey (1)

ISC-121D Classified Matter Protection and Control Correspondence Course (1)

PER-100D Personnel Security Fundamentals Correspondence Course (1)

MCA-101D Introduction to MC&A (1)

CTA-139D Vulnerability Assessment Overview(1)

PROTECTION SPECIALIST I

Required Technical Courses

PFT-110 Security Police Officer I (5)

PFT-107D Use of Force Computer Based Training (1)

PFT-305D Bomb Searches Computer Based Training (1)

PFT-106D Firearms Safety Computer Based Training (1)

MASTER DIPLOMA Electives

(Complete at least 4 for a total of 4 credits)

PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)

PFT-111 Introduction Tactical Intelligence (1)

BST-204 Behavior Recognition (1)

BST-101 Crisis Intervention First Responders (1)

CTA-102D Violence in the Workplace (1)

PFT-210 Security Police Officer Health and Wellness (1)

PROTECTION SPECIALIST II

Required Technical Courses

PFT-110 Security Police Officer I (5)

PFT-210 Security Police Officer II (5)

PFT-107D Use of Force Computer Based Training (1)

PFT-106D Firearms Safety Computer Based Training (1)

PFT-305D Bomb Searches Computer Based Training (1)

BST-101 Crisis Intervention First Responders (1)

MASTER DIPLOMA Electives

(Complete at least 4 for a total of 5 credits)

PFT-405 Basic Tactical Entry (3)

PFT-302 Bomb Threat Management (3)

PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)

PFT-111 Introduction Tactical Intelligence(1)

PFT-311 Tactical Intelligence Analysis (3)

BST-204 Behavior Recognition (1)

PFT 304D Bomb Incident Planning (1)

CTA-102D Violence in the Workplace (1)

PFT 210 Security Police Officer Health and Wellness (1)

PROTECTION SPECIALIST III

Required Technical Courses

PFT-110 Security Police Officer I (5)
PFT-210 Security Police Officer II (5)
PFT-310 Security Police Officer III (5)
PFT-107D Use of Force Computer Based Training (1)
PFT-106D Firearms Safety Computer Based Training (1)
PFT-305D Bomb Searches Computer Based Training (1)
BST-101 Crisis Intervention First Responders (1)

MASTER DIPLOMA Electives

(Complete at least 6 for a total of 16 credits)

PFT-405 Basic Tactical Entry (3)
PFT-406 Explosive Entry (3)
PFT-320 Precision Rifle Forward Observer Team training (5)
PFT-302 Bomb Threat Management (3)
PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)
PFT-111 Introduction Tactical Intelligence (1)
PFT-311 Tactical Intelligence Analysis (3)
PFT-112 Safety Officer Practical Training Program (3)
BST-204 Behavior Recognition (1)
PFT-304D Bomb Incident Planning (1)
MCA-120 Basics of Nuclear Materials Control (3)
CTA-102D Violence in the Workplace (1)
PFT-210 Security Police Officer Health and Wellness (1)

PROTECTION SPECIALIST TRAINER

Prerequisite

Technical Diploma

Required Technical Courses

MIT-111 Basic Instructor Training (3)
MIT-211 Presentation Techniques (1)
PPM-112D OJT Trainers Correspondence (1)
PFT-401 Firearms Instructor Certification (5)
PFT-403 Intermediate Force Instructors Certification (5)
PFT-402 Advanced Weapons Systems (2)
BST-101 Crisis Intervention First Responders (1)

MASTER DIPLOMA Electives

(Complete at least 7 for a total of 11 credits)

MIT-210 Curriculum Development Training (3)
MIT-120 Job Analysis (3)
MIT-301 Managing a Training Program (2)
CTA-102D Violence in the Workplace (1)
BST-204 Behavior Recognition (1)
MCA-120 Basics of Nuclear Materials Control (3)
PFT-302 Bomb Threat Management (1)
PFT-304D Bomb Incident Planning (1)
LFR-201 Live Fire Range Operations (3)
PFT-112 Safety Officer Practical Training Program (3)
PFT-210 Security Police Officer Health and Wellness (1)
PFT-111 Introduction Tactical Intelligence (1)
PFT-311 Tactical Intelligence Analysis (3)
PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)

***PROTECTION SPECIALIST TRAINER (SPO III)**

Prerequisite

Technical Diploma

Required Technical Courses

PFT-401 Firearms Instructor Certification (5)

PFT-403 Intermediate Force Instructor Certification (5)

PFT-402 Advanced Weapon Systems (2)

MIT-111 Basic Instructor Training (3)

MIT-211 Presentation Techniques (1)

PPM-112D OJT Trainers Correspondence (1)

Site Specific - Live Fire Shoothouse Instructor (3)

PFT-407 Security Police Officer III Instructor Certification (5)

BST-101 Crisis Intervention First Responders (1)

*Indicates requirements for Security Police Officer III Specialist Trainer.

MASTER DIPLOMA Electives

(Complete at least 9 for a total of 29 credits)

PFT-405 Basic Tactical Entry (3)

PFT-406 Explosive Entry (3)

PFT-404 Rappel Instructor Certification Program (5)

PFT-320 Precision Rifle Forward Observer Team Training (5)

PFT-321 Precision Rifle Forward Observer Team Instructor Certification (3)

PFT-112 Safety Officer Practical Training Program (3)

LFR-201 Live Fire Range Operations (3)

LFR-102 Basic Armorer Certification (5)

LFR-103 Advanced Armorer Certification (2)

BST-202 Basic Crisis Negotiations (3)

BST-203 Advanced Crisis Negotiations (3)
MCA-120 Basics of Nuclear Materials Control (3)
CTA-102D Violence in the Workplace (1)
BST-204 Behavior Recognition (1)
PFT-302 Bomb Threat Management (3)
PFT-304D Bomb Incident Planning (1)
PFT-111 Introduction to Tactical Intelligence (1)
PFT-311 Tactical Intelligence Analysis (3)
PFT-210 Security Police Officer Health and Wellness (1)
PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)

ARMORER

Required Technical Courses

LFR-102 Basic Armorer Certification (5)

LFR-103 Advanced Armorer Certification (2)

MASTER DIPLOMA Electives

(Complete at least 6 for a total of 12 credits)

PFT-401 Firearms Instructor Certification (5)

PFT-402 Advanced Weapons Systems (2)

LFR-201 Live Fire Range Operations (3)

PFT-106D Firearms Safety Computer Based Training (1)

BST-204 Behavior Recognition (1)

CTA-102D Violence in the Workplace (1)

BST-101 Crisis Intervention First Responders (1)

PFT-107D Use of Force Computer Based Training (1)

PFT-305D Bomb Searches Computer Based Training (1)

PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)

PFT-210 Security Police Officer Health and Wellness (1)

PHYSICAL SECURITY SPECIALIST

Required Technical Courses

PHY-202 Facility Survey of Physical Security Systems (3)

PHY-105 Security Lock and Containers Training (2)

CTA-140 Vulnerability Assessment Fundamentals (2)

PFT-202 Facility Survey of Protective Forces (3)

MASTER DIPLOMA Electives

(Complete at least 6 for a total of 9 credits)

PFT-109D Explosive Detection (3)

PFT-304D Bomb Incident Planning (3)

PFT 302 Bomb Threat Management (3)

PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)

MCA-120 Basics of Nuclear Materials Control (3)

ISC-301 Unauthorized Disclosure (2)

BST-204 Behavior Recognition (1)

CTA-102D Violence in the Workplace (1)

PHY-125D Emerging Technologies Workshop (1)

RANGEMASTER

Required Technical Courses

LFR-201 Live Fire Range Operations (3)
PFT-112 Safety Officers Practical Training Program (3)
PFT-401 Firearms Instructor Certification (5)
PFT-402 Advanced Weapons Systems (2)
BST-204 Behavior Recognition (1)
MIT-111 Basic Instructor Training (3)

MASTER DIPLOMA Electives

(Complete at least 11 for a total of 15 credits)

CTA-102D Violence in the Workplace (1)
BST-101 Crisis Intervention First Responders (1)
PFT-405 Basic Tactical Entry (3)
PFT-406 Explosive Entry (3)
PFT-302 Bomb Threat Management (3)
PFT-304D Bomb Incident Planning (1)
LFR-102 Basic Armorer Certification (5)
LFR-103 Advanced Armorer Certification (2)
MIT-211 Presentation Techniques (1)
PFT-106D Firearms Safety Computer Based Training (1)
PFT 107D Use of Force Computer Based Training (1) Limited Arrest Authority & U of F
PFT-305D Bomb Search Techniques Computer Based Training (1)
PFT-108D Personnel, Package, and Vehicle Inspection Procedures (1)
PFT-210 Security Police Officer Health and Wellness (1)
MIT-200 Supervisor Development Program (3)
MIT-301 Managing a Training Program (1)

SUPERVISOR DIPLOMA

(Applies to all Tracks)

Prerequisite

Technical Diploma

Required Technical Courses

MIT-200 or 200D Supervisor Development Program (3)

Plus 6 credits from any combination of the topics listed below*

Social Challenges

Human Relations and Motivation

Decision Making

Keys to Effective Writing

Developing Reading Skills

Group Process

Dealing with Difficult People

Training

Situational Leadership II

Performance Appraisals and Evaluations

Labor-Management Relations

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

MASTER DIPLOMA Electives

(Complete at least 10 credits from any combination of the topics listed below)*

Project Management

Customer Service

Team Building

Organizational Development

Workplace Violence

Conflict Resolution

Fundamentals of Safety and Health

Emergency Operations Management

Dealing with Grievance Procedures

Performance Coaching

Managing Resources

Total Quality Management

Budget Development

Conducting and Managing Effective Meetings

Decision Making

MCA-120 Basics of Nuclear Materials Control (3)

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

MANAGER DIPLOMA

(Applies to all Tracks)

Prerequisite

Technical Diploma

Required Technical

MIT-300 Management Development Program (3)

Plus 6 credits from any combination of the topics listed below*

Managing Change in the 90's

Strategic Planning

Organizational Culture

Conflict and Dealing with Change

Group Dynamics and Communication

Employee's Rights and Management Responsibilities

Motivation and Job Performance

Unions and Grievance Handling

Decision Making

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

MASTER DIPLOMA Electives

(Complete at least 10 credits from any combination of the topics listed below)*

Project Management

Contract Management

Fiscal Management

Environmental, Health and Safety

Union/Management Arbitration

Workplace Violence

Organizational Development

Total Quality Management

Decision Making

Group Dynamics and Communications

MCA-120 Basics of Nuclear Materials Control (3)

*(8 to 16 hrs of instruction = 1 credit; 17 to 31 hrs = 2 credits; 32 to 40 hrs = 3 credits)

APPENDIX A

Sample Letter Requesting Admission and Supervisor Endorsement

Mr./Ms. (Director's name)
U.S. Department of Energy
S&SCTA
P.O. Box 5400
Alb., NM 87115

Date:

Dear Mr./Ms. (Name):

In accordance with the procedures described, I request admission to the Professional Enhancement Program. I have (number of yrs.) of experience in the Safeguards and Security area. During this time I have worked in the following disciplines. (Please, name disciplines; i.e., Info.sec; MC&A; Personnel sec.; Program Planning & Mgmt; PPO., provide job titles and number of years worked). I would like to complete a (Professional diploma/Master diploma) in the (specify training track: i.e., Operations Security Specialist, MC&A - Accounting, Armorer, Physical Security Specialist, etc.)

Please contact me to schedule an ADAPT interview at (work phone including area code). By his/her signature below, my supervisor (provide name and phone number) has approved my application to the program and confirms that I have met site training requirements.

Sincerely Yours,

Approved by:

Candidates signature

Supervisor's signature

APPENDIX B

Sample Supervisor Verification of Candidate's Completion of Mentoring Service

(For Master Diploma Candidate's only)

Mr./Ms. (Director's name)
U.S. Department of Energy
S&SCTA
P.O. Box 5400
Alb., NM 87115

Date:

Dear Mr./Ms. (Name):

(Candidate's name) has been enrolled in the S&SCTA's Professional Enhancement Program. As part of the program requirements, (Candidate's name) has completed the specified term as a mentor to other students in the program.

Sincerely Yours,

Supervisor's signature

Appendix C
Request for Credit Transfer

PROFESSIONAL ENHANCEMENT PROGRAM

(Use this form to request credit transfer for previous training)

Instructions: To obtain credit for past training, you must complete this form and provide all documentation requested. Upon receipt of your completed packet, your request will be reviewed and you will be informed, by mail, of the committee's decision. **Complete one form for EACH course challenged. Attach additional sheets as needed for your responses.**

Please send all information requested to :

Director, S&SCTA
P.O. Box 18041 K.A.F.B.
Alb., NM 87185
ATTEN: PEP Review Committee

Candidates Name:
Address:

Course Challenged:
(Use # and name)

Telephone: ()

Training Track:

Credit Transfer: (Course name)

1. Attach a copy of the course purpose, description and topics covered. Please provide a written description for the specified items if not available.

2. Provide a copy of your course certificate documenting successful completion.

How to reach the Safeguards and Security Central Training Academy

Mailing Address

Safeguards and Security
Central Training Academy
P.O. Box 18041 KAFB
Albuquerque, New Mexico 87185

Phone Numbers

Phone (505) 845-5170
Fax: (505) 845-6148

World Wide Web Address

<http://www.cta.doe.gov>

Frequently Used Numbers

DOE Director

Phone: (505) 845-5170, ext. 100
FAX: (505) 845-6079

Professional Enhancement Program

Phone: (505) 845-5170. Ask for “PEP”
FAX: (505) 845-5874

Registrar

Phone: (505) 845-5170, ext. 332
FAX: (505) 845-4567